

## LIAISON MEMORANDUM NUMBER 09-13

**To:** Agency Liaison and Payroll Officers

**From:** Cindy Rougeou  
Executive Director

**Re:** Fiscal Year End Reporting

**Date:** May 8, 2009

---

As a reminder, the Employer Contribution Rate will change to 18.6 percent for the upcoming fiscal year, beginning on July 1, 2009. Please ensure that these rates are updated by your agency for the 2009-2010 reporting period. Also, please remember that, in accordance with Louisiana Revised Statute 11:531B (1), all monthly reports and remittances are due within 15 days after the close of each calendar month.

Due to the current fiscal year coming to a close, it is especially important for your agency to submit the June 2009 payment, along with your Agency Turnaround Report or electronic file, before the July 15, 2009 deadline. If your agency reports via Employer Self Service (ESS), your payment will need to be received prior to July 15, 2009. Payments and reports not submitted in a timely manner will be considered delinquent and this will result in your members not receiving service credit for June 2009 until such payment and report is received and processed. If you have difficulty meeting this deadline, please contact Jennifer Tetzl at (225) 922-0405, Brandi Guidry at (225) 922-0476 or Charles Stewart at (225) 922-0123.

Your prompt attention to this matter is greatly appreciated.

**Board of Trustees:**

Larry S. Trotter, Chair  
Connie Carlson  
John Kennedy  
Sheryl M. Barana

Cynthia Bridges  
Charles Castille  
Barbara McCann  
Rep. Joel C. Robidoux

Virginia Burton  
Sen. D.A. "Butch" Gauthreaux  
Louis S. Quilan

Cindy Rougeou, Executive Director